|  |  |  |  |
| --- | --- | --- | --- |
| **C:\Users\mortonv\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KPNKGCR4\SUSSEX-ESTATES-FINAL-LOGO-cmyk.png** | Doc. No: SEF-QSH-03-FM-  |  | Management Procedure |
| Page: | Page 1 of 1 |
| Revision: |  | **Fire Marshal Checklist** |
| Date: |  |
| Custodian: |  |

Building: Library Date: Time:

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Floor | Warden | Area Reported Clear |
| Library | Second Floor |  |  |
|  |  |
| Library | Second Floor |  |  |
|  |  |
| CEC | First Floor |  |  |
|  |  |
| Library | First Floor |  |  |
|  |  |
| Library | First Floor |  |  |
|  |  |
| Library | First Floor |  |  |
|  |  |
| CEC | Ground Floor |  |  |
| Library | Ground Floor & North Basement |  |  |
|  |  |
| Library | Ground Floor & North Basement |  |  |
|  |  |
| Library Support | General |  |  |
|  |  |
|  |  |  |  |

**Control Point:** West Exit (Core A) **Assembly Point:** Library Square or Area outside Core A

**Fire & Rescue Service Attended: YES / NO Senior Fire Officer Attending:**

**Comments:**

**Completed By (Print Name):**

**(Copies of form to be sent to SEF QSHE Team; Fire Advisor or Administrator – Electronically if possible)**